

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NUMBER

26 February 1948

Subject: Testing Policy, Functions and Program

1. GENERAL

a. In an effort to increase the effectiveness of personnel utilization, a Testing and Evaluation Section has been established in the Procurement and Placement Division, Personnel Branch, CIA.

2. POLICY

a. It will be the established practice of this agency to administer appropriate batteries of tests for employment and in-service placement purposes. The particular battery of tests used in each case will be selected according to the position or type of position involved. Batteries of tests will be related to those aptitudes, knowledges, and abilities determined to be necessary for successful performance in a particular job, e.g., clerk-stenographers will be tested for typing and stenographic ability; professional analysts will be tested for ability to handle mass data or research material and to make estimates and draw conclusions from such raw data; linguists for specific language knowledge, etc. Facilities are presently available for testing the skills required in such positions as clerk, clerk-typist, clerk-stenographer, secretary, and editorial clerk, certain languages, etc.

Determination of specific aptitudes and abilities for a position or class of positions will be made through continuing research and complete job analysis. On the basis of this research, additional tests will be developed for the various classes of positions.

b. The [REDACTED] will offer technical advice to Procurement and Placement Division in its in-service transfer, reassignment, and promotional activities.

c. The [REDACTED] will offer staff assistance to Chiefs of Branches, supervisors, and other groups in order to aid in promoting maximum job efficiency and employee satisfaction by furnishing objective information as to an individual's ability to perform a job. Chiefs of Branches, supervisors, and other groups are encouraged to use the services provided by the [REDACTED]

d. Test results will be advisory and will never be used as the sole basis for personnel actions.

e. The Office of Special Operations will be exempt from aforementioned policy except for departmental vouchered positions.

3. MAJOR FUNCTIONS

In order to accomplish the above policy, the [REDACTED] STATINTL
[REDACTED] will carry out the following major functions:

a. To study the requirements of specific job groups in order to develop and select appropriate test batteries.

b. To administer, score, and interpret all measurement techniques utilized in connection with placement, training, employee relations, operational activities, etc.

c. To make all test interpretations available through the Chief Testing Section to all concerned.

d. To conduct a continuous program of research in order to determine the validity of each test for predicting job efficiency and to establish norms and critical cutting scores for various classes of positions within CIA.

e. To construct new tests as operational needs require.

f. To maintain direct contact with operating officials, supervisors, and other staff groups in order to insure the maximum use of test results.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

STATINTL

DISTRIBUTION: